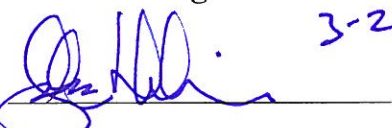





MARICOPA COUNTY
Department of Transportation Directive

POLICY # T1802

Title: Maricopa County Enhanced Regulatory Outreach Program	Effective Date: March 25, 2013	Division: Director
Purpose: To implement the Maricopa County Enhanced Regulatory Outreach Program throughout the Department of Transportation	Authorized Signature:  John B. Hauskins, P.E. Transportation Director 	

1. Policy Statement:

MCDOT shall implement the Maricopa County Enhanced Regulatory Outreach Program under the direction of the Maricopa County Board of Supervisors and consistent with implementation efforts of all other applicable departments of the County. No code, rule, regulation or ordinance can be enforced without substantial compliance with this policy, except those that were approved by the Board of Supervisors before January 9, 2013.

2. Background:

Maricopa County has recognized the benefits that could be realized for the County as well as our customers from an enhanced outreach program serving those we are authorized and entrusted to regulate. Accordingly, beginning on January 9, 2013, as authorized by the Maricopa County Board of Supervisors, MCDOT shall implement an enhanced regulatory outreach program as prescribed in this policy. This program's purpose is to provide a comprehensive process that allows multiple opportunities for stakeholder input regarding the adoption and amendment of all regulatory requirements.

3. Responsibility:

A web site will be created and accessible from the County main web page, with a distinct URL, that can be found on the web pages of all departments and districts engaged in regulation adoption or amendment. This site will serve as a central place for interested parties to participate in all County regulatory changes.

At a minimum, this new web site will contain the following information:

A. Calendar – A calendar notifying the public of all major milestones and opportunities for public input on all current regulatory adoptions and amendments.

B. Information about where comments can be submitted electronically or in writing.

C. Staff Reports – Staff reports on all regulatory changes will be prepared and linked to the web site at least one week prior to any public meeting or hearing (Transportation Advisory Board or Board of Supervisors). These staff reports will include:

- (i) A summary of the proposed regulatory change;
- (ii) An analysis of the input received during the process and how that input was responded to;
- (iii) Language of any proposed regulatory change or amendment;
- (iv) Minutes from all public meetings; and,
- (v) Copies of all written and electronic stakeholder input.

In addition to the required staff report, an executive summary of the report including an overview of stakeholder input and staff responses will be provided to the Board of Supervisors (BOS) at least one week prior to any BOS public hearing.

D. Process Flow Chart – MCDOT will post a flow chart depicting the department's rule adoption or regulatory amendment process. This flow chart will include mandatory participation by the Transportation Advisory Board. A county-wide process flowchart and a MCDOT process flowchart are attached to this policy.

E. Expedited Flow Chart – MCDOT will post a flow chart depicting their expedited rule adoption or regulatory amendment process. This expedited process may only be used if the following criteria have been met:

- i) The proposed amendment has been the subject of at least one Stakeholder Workshop (posted on the County's web site at least two weeks in advance) and one Transportation Advisory Board meeting;
- ii) A draft of the regulatory change was available on the Enhanced Regulatory Outreach Program web site at least two weeks prior to the Transportation Advisory Board meeting and was forwarded to the Transportation Advisory Board at least one week in advance of their review meeting.
- iii) No comments of opposition to the amendment have been received from the public;
- iv) The Transportation Advisory Board recommends approval.

A countywide Expedited Process flowchart and a MCDOT process flowchart are attached.

F. Stakeholder Notification Sign-up - The Enhanced Regulatory Outreach site will include an opportunity for any interested person to sign up to receive notices of all proposed regulatory changes, including opportunities to participate in the process. Citizens will have the option of receiving notices regarding all regulation changes or only those involving specific departments.

G. Index of Current Regulations - Organized by implementing department or district, the index will list all County regulations and a link to each.

H. Index of Substantive Policy Statements – As required by ARS § 11-1607, an index, organized by department or district, listing all departmental substantive policy statements and a link to each.

I. A standardized County definition of the terms Regulations and Substantive Policy Statements along with an index, organized by department or district, listing all documents that meet these definitions and a link to each.

J. Process for Review of Complaints Re: Failure to Observe Adoption Procedure - If an affected person has a complaint concerning a failure to observe the requirements of this policy, it shall be submitted to the department initiating or recommending the regulation or ordinance. The complaint shall contain, at a minimum, the name of the department initiating or recommending the rule; the specific rule being initiated or recommended; and an explanation specifying the failure of a process or procedure of this policy that lead to the complaint. Within fifteen business days after the date of submission, the department shall, in writing, respond to the complaint and recommend action. The affected person may appeal the decision by filing with the Clerk of the Board within thirty days after the date of the written decision of the department, a written appeal to the Board of Supervisors. The Board shall place the complaint on its agenda within thirty days and provide a response to the complainant at the meeting. In the event of an appeal, the appealed portion of the regulation or ordinance will not be enforced until the Board of Supervisors rules on the appeal.

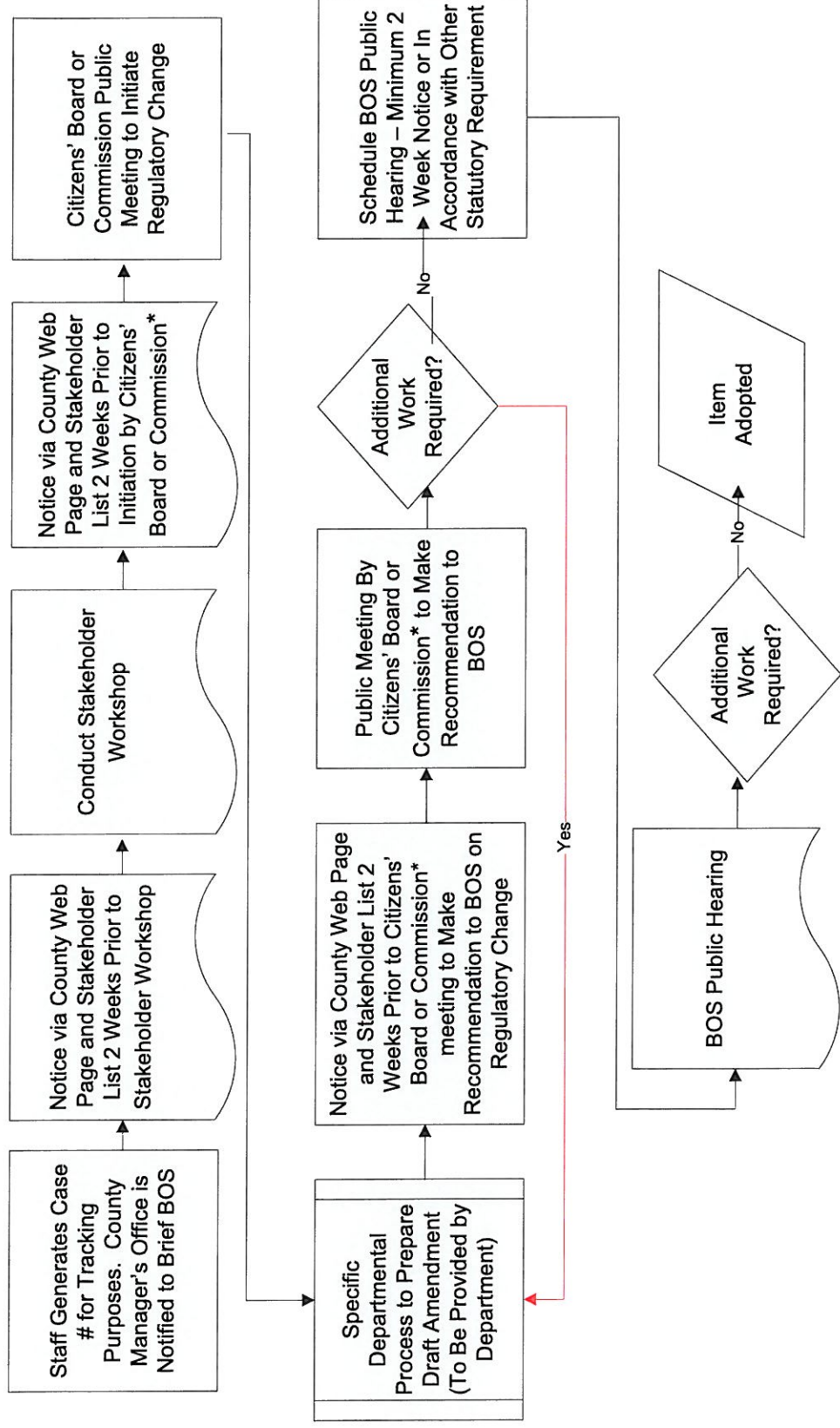
K. Emergency Adoption of Regulations and Ordinances - The Board of Supervisors may adopt regulations or ordinances without complying with the procedures of this policy if it makes a finding of an emergency requiring the adoption of the regulation and ordinance and records the nature of the emergency and the reason for the adoption in its minutes. Not later than sixty (60) days after the adoption of an emergency measure according to this policy, the regulation or ordinance shall be reviewed by the Board to determine if it should continue or be terminated.

4. Cross References (Policies, Procedures, Design Manual, etc.):

Arizona Revised Statutes, §§ 11-251 and 11-1601 et seq.

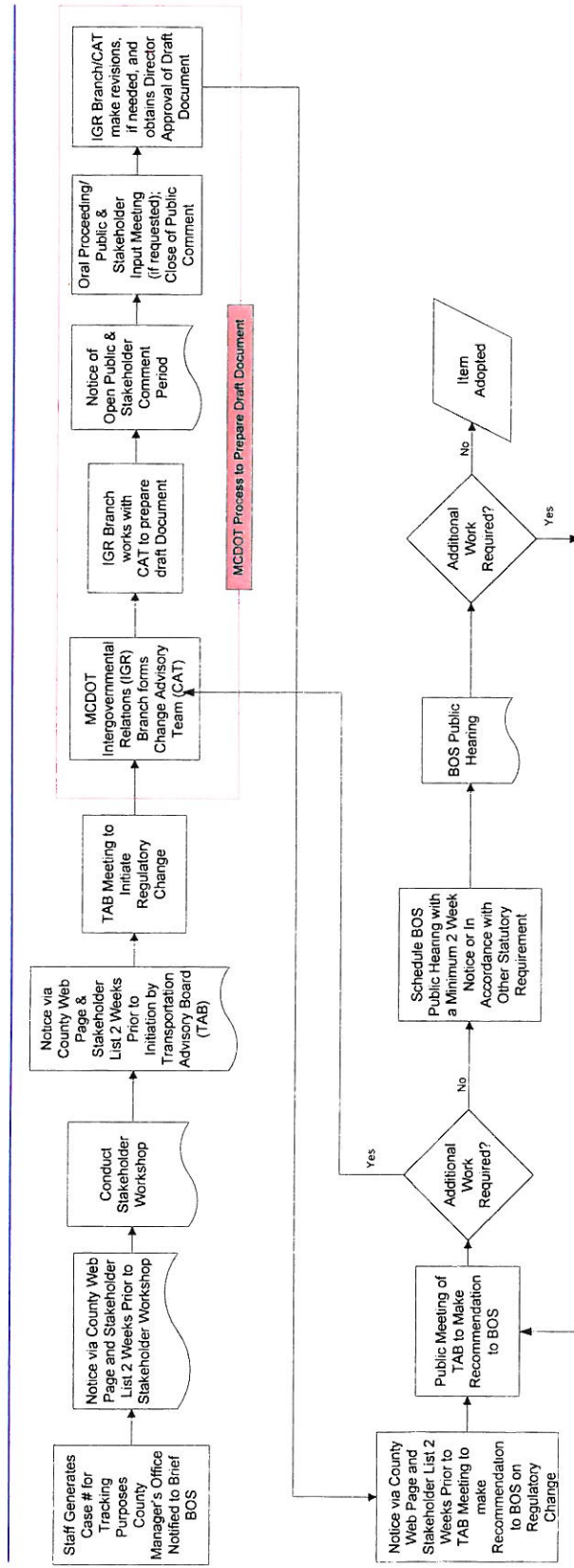
Maricopa County Internal Policy: Enhanced Regulatory Outreach Program

Maricopa County Regulatory Adoption / Amendment Process



* Air Quality = Board of Health; Environmental Services = Board of Health; Flood Control = Flood Control Advisory Board; Planning & Development = Planning & Zoning Commission and Building Code Advisory Board; Transportation = Transportation Advisory Board

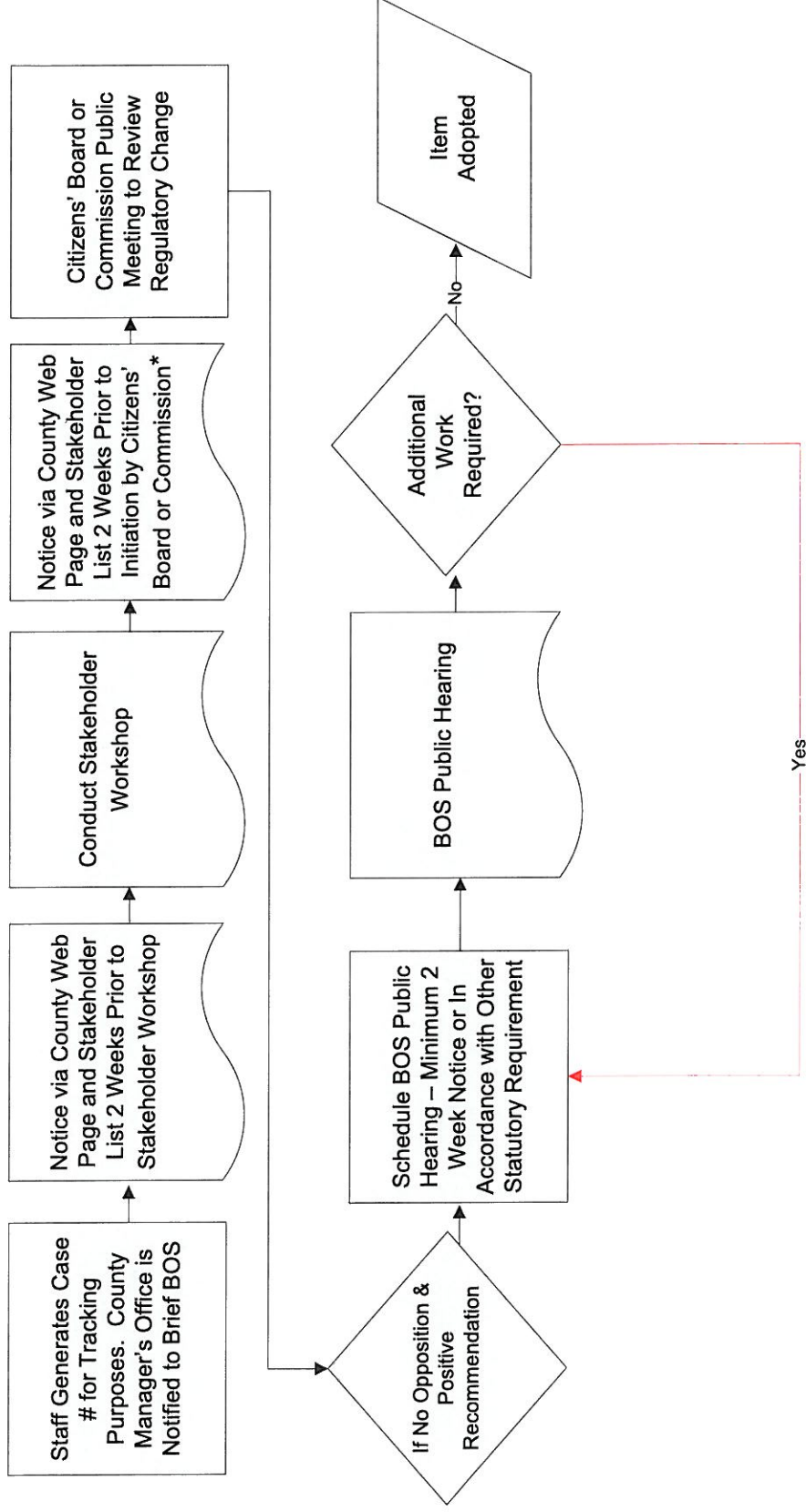
**MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT)
REGULATORY ADOPTION / AMENDMENT PROCESS**

Per Arizona Revised Statutes
ARS §11-251 and ARS §11-251.05

March 25, 2013

EXPEDITED

Maricopa County Regulatory Adoption / Amendment Process



Feb 28, 2013

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EXPEDITED

MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT) REGULATORY ADOPTION / AMENDMENT PROCESS

